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ABSTRACT

The Task Force on Library Service to Children appointed in 1971 prepared these guidelines. The history and background that led to this appointment is given in the guidelines. The pilot program was to involve a number of centers which would demonstrate a variety of service patterns so that strengths and weaknesses of both the school and public library service to children, singly and cooperatively, could be assessed. These pilots were to be in operation for three years. At the end of this period, a report was to be submitted and recommendations made on demonstrated ways to meet all the library needs of all children, preschool through grade six. A request for funding was prepared. However, a "zero increase" budget necessitated the elimination of the funds for these pilots. But, because of the broad interest in the subject and the real concern of the field, the Task Force recommended that the "Guidelines" be issued so that communities could be fully informed of the proposed nature of the pilot program and further planning stimulated. It is hoped that the dissemination of these "Guidelines" may stimulate cooperative planning for improvement of library service to children.
(Author/NH)

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GUIDELINES

FOR

LIBRARY SERVICE TO CHILDREN

PILOT PROJECTS

Information Copy only.

Since no funding is available in the 1972-73 State budget for pilot projects, no applications are to be submitted to the Education Department.

March 1972

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I. BACKGROUND

In 1967, the Commissioner of Education appointed a 12-member advisory committee representative of the four types of libraries - school, public, special, and college and university - to review the 80 recommendations in *Emerging Library Systems* (the State Education Department's evaluation report) and the progress of the reference and research library program in New York State and to suggest the next steps to be taken. This advisory group, the Commissioner's Committee on Library Development, after 3 years of study and deliberation, submitted their report to the Commissioner of Education in 1970. One recommendation was:

> ...the elementary school media center should have the responsibility and the capacity to meet all the library needs of all children except those in health, welfare, and correctional institutions. (The term "children" in this context is defined as that group of users now served by children's rooms in public libraries - usually preschool through grade six.)

These recommendations were studied by the State Education Department and a policy statement was then issued by the Regents of the University of the State of New York: *Library Service*, a Position Paper, No. 8 of a series. In this Position Paper, the Regents directed the Commissioner of Education to:

> ...appoint a task force of appropriate personnel from public libraries, public and private schools, other educational agencies and the general public to design a pilot program for the purposes of appraisal of the recommendation of the Commissioner's Committee on Library Development that the elementary school library have the responsibility to meet all the library needs of all children preschool through grade six. The pilot program should be designed to meet the library needs of the child in all aspects of his life.... The pilot program should involve a number of centers, which should demonstrate a variety of service patterns so that the strengths and weaknesses of both the school and public library service to children, singly and cooperatively, can be assessed. It is also urged that some centers be established to evaluate facets of the recommendation, e.g. preschool programming. At the end of a 3-year period of operation, a report will be submitted to the Regents and recommendations made on demonstrated ways to meet all the library needs of all children, preschool through grade six.[1]

[1]Library Service; a Statement of Policy and Proposed Action by the Regents of the University of the State of New York. The State Education Department, Albany. October 1970

II. PILOT PROJECTS

The pilots are intended to be exploratory rather than grants-in-aid to build up exemplary services. The goal as stated in the charge to the task force is to assess comparatively varying structures or service patterns for library service to children, preschool through grade 6, giving particular attention to the roles of the school and public library.

It is expected that there will be at least four pilot projects and possibly six. Two of these projects will be in urban areas and two in nonurban areas. In each area, one pilot will test the idea of the school alone having the sole responsibility for library service to children, and one will test a cooperative approach in which the responsibility is shared between the public school and public library.

III. GENERAL INFORMATION

Projects may be submitted to test either:

1. The recommendation that the school alone have the responsibility for all library service to and for children preschool through grade 6.

2. The alternative proposal for a cooperative service structure to test a coordinated program involving joint school-public library responsibility, working with complementary agencies for total community library service to children. The project should show how existing strengths of the agency or agencies will be utilized and what new approaches will be developed.

The Regents have set a 3-year period of operation for the pilot projects, after which a report will be submitted to them and recommendations made on demonstrated ways to meet all the library needs of all children. An agency submitting a project proposal which is approved by the State Education Department will be funded for only 1 year at a time. It will be necessary for the agency or agencies to submit annual plans for service and requests for continuation of funding. Continuation of funding will be determined by the appropriation made each year by the legislature. Grants for succeeding years will be based on reports submitted by the agency or agencies responsible for the project as required by the Division of Research and Evaluation, State Education Department, as well as onsite evaluations made by the State Education Department and an independent team of evaluators. Guidelines for this evaluation will be issued separately.

IV. WHO MAY APPLY*

A project may be submitted by a public school district or public library whose service area has a minimum population of 7,500. The elementary school must have a central school library media center under the direction of a certified school library media specialist. The public library must have a certified library director and must be a member of a public library system. In the case of a small library without a certified librarian responsible for children's services in addition to the director, the system must have a children's consultant who will be able to give a definite commitment of time to provide guidance to the project.

Because of the unique district division of New York City a project proposal there should be limited to one school district and one public library branch service area, and must include all elementary schools within this district served by the public library branch service area.

V. HOW TO APPLY*

At this time there are no funds available in the 1972-73 State budget for these pilot projects. For purposes of planning, some of the things which will require advance consideration are given in the next section.

*For information only.

No applications are to be submitted to the Department since no funding is available in 1972-73 State budget.

VI. LETTER OF INTENT*

1. The letter of intent must have the written endorsement of both the board of education and the library board of trustees regardless of the type of pilot project being proposed.

2. It should indicate the proposed structure of the pilot - school alone or a coordinated responsibility for service between the school and the public library.

3. Project funds are to be used only for operating costs such as staffing and library materials. The estimated amount of funding to be requested for staff and for library resources should be shown. Not more than 20 percent of the amount requested for library materials may be used for cataloging and processing of the materials that are purchased with project funds.

4. It will briefly describe what the project proposes to do, what the present service program is, the changes that are expected to occur, and the methods that will be used to achieve these objectives. It must include service to nonpublic school children and preschool children.

5. It should describe the methods by which the local agency responsible for the project intends to measure and evaluate the effectiveness of the project in addition to such reports and evaluation as may be required by the State Education Department.

6. It will include data on the population of the community and the number of children preschool through grade 6 to be served. It will provide the following data for each library in the project:

a. The name and title of all existing professional and non-professional staff available to implement the project and the amount of time that they will be devoting to the project.

b. The additional staff to be employed if the project is approved and the date employment will begin.

c. A description of facilities presently available for the project, with the number of square feet that presently exist for service to children:

1) reading room _____
2) office and workrooms _____
3) conference/viewing/listening _____
4) storage _____
5) linear amount of shelving available _____
6) other _____
_____
_____

*For information only.

d. Cataloged and processed library resources available (use latest available figures).

1) Books

a) Number of titles _____
b) Number of volumes _____

2) Periodicals

a) Number of titles received _____
b) Number of subscriptions received _____

3) Other Printed Library Materials (specify what)

_____
_____
_____

4) Audiovisual Materials

a) Number of audio recordings: disc _____, tape reel _____, cassette _____
b) Number of filmstrips _____, sound filmstrips _____
c) Number of microfilm reels _____
d) Number of video tape recordings _____
e) Number of transparencies _____
f) Number of films: 8mm. _____, 16mm. _____
g) Other (specify what)

_____
_____
_____

What items are available from a central collection or regional center rather than being on site?

e. The number of children served and the amount of library expenditures for staff and resources to provide service to children for the years 1969-70, 1970-71, and the amount budgeted for 1971-72. (The maintenance of effort factor for New York City projects will be the expenditures for the school district and/or the public library branch. The branch and district schools should be clearly identified.)

7. It will describe the extent of involvement of administration, library supervisors and directors, school and children's librarians in the initial planning.

8. It should indicate to what extent there are established relationships with other libraries to facilitate interlibrary loan and sharing of resources. It should list relations with other community agencies serving children.

VII. PLANNING

Before making a final application,* a community should survey its existing resources, noting, particularly, strengths and weaknesses. The project proposal should be designed to make use of the strengths and to overcome weak areas.

Regardless of the organizational structure, provision should be made for a coordinator to direct and supervise the project. The project coordinator, who may be either a staff member relieved of other duties or an individual hired specifically for this position, should be experienced in coordinating staff and resources and be capable of working effectively with administration, librarians, children, and the community in general.

Planning of the final proposal should involve representatives of the participating groups; e.g., boards of public and nonpublic schools, public library boards, administration, staff and students, and the general public. A committee structure would be appropriate for this planning function.

VIII. RESOURCES AND SERVICE PROGRAM

Library resources must include both print and nonprint materials. There should be assurance of a written library materials selection policy for both print and nonprint materials. This policy should include endorsement of the Library Bill of Rights and Freedom to Read statement.

There should be evidence of sufficient professional and supportive staff to provide the library service and programs needed to serve all children on the extended hours basis. The service program should include such activities as story hours, picture book hours, film programs, recordings, and other special events on a continuing schedule. Arrangements for interlibrary loan and reference service should be described.

Free and easy access to the library for users to come and go, as they have need for materials, is required.

During the operation of the project, every child, regardless of age, shall be considered a full citizen of his community welcome in the public library with full borrowing privileges.

Present hours of library service to children must not be reduced.

*For information only.

IX. SCHOOL ALONE PROJECTS

Projects designed to test the proposition that the public schools have the sole responsibility for providing library service to children must include certain other assurances in addition to the general provisions above.

Access to the school library must include evening and weekend hours including vacation periods. In "school alone" projects it would be desirable for the public library to discontinue its services to children for the duration of the project and make their children's resources available to the schools.

The public library funds currently budgeted for services to children are not to be cut from the budget, but are to be used by the public library to provide increased service to young adults and adults. Costs of additional service to all children by the schools will be provided by project funds. This is to cover especially the additional costs of service to preschool and nonpublic school children and adults (working with children or using children's materials for research) who are not usually served at present by public school library loan or service programs.

X. COOPERATIVE PROJECTS

Projects designed to test a cooperative structure should be undertaken by both the school and the public library. Other community agencies as appropriate should be involved in the planning and operation, but the responsibility will lie with the public schools and the public library.

Some examples of possible configurations are:

1. A library authority or council composed of representatives from public and nonpublic schools, the public library, and other community or regional agencies.

2. Contracts for specific services between the public library and other educational agencies.

3. A total community approach such as an educational park or neighborhood center.

These are merely examples and not intended to limit projects to only these possible structures. Communities are urged to study their resources and needs and, from this analysis, to develop imaginative new programs utilizing all appropriate resources which will best suit the library needs of the children in that particular place.

Funds and resources may be pooled to achieve the objectives of the project. In no case are the funds to be reduced. Provision should be made for maximum access to these library resources.

XI. MAINTENANCE OF EFFORT

Project funds are intended to supplement the level of State, local, and private school funds, and in no case supplant such funds. Participating agencies will be required to maintain local library expenditures per child at a level equal to or greater than those expenditures for the 2 preceding base years.

The University of the State of New York
The State Education Department

Memo To: Chief School Officers, Directors of Public Libraries, and Others concerned with library service to children

From: Jean L. Connor, Director of the Division of Library Development and Lore Howard, Chief of the Bureau of School Libraries

Subject: Guidelines for Pilot Projects on Library Service to Children

Attached is a copy of *Guidelines for Library Service to Children Pilot Projects*. These guidelines have been prepared by the Task Force on Library Service to Children appointed in 1971 by Commissioner Ewald B. Nyquist. The history and background that led to this appointment is given in the guidelines. These guidelines are sent to you as a person concerned with the development and improvement of library service, and especially that of library service to children.

The Regents of the State of New York had recommended that "funding for the pilot program be provided in FY 1972-73." The pilot program was expected to involve a number of centers which would demonstrate a variety of service patterns so that strengths and weaknesses of both the school and public library service to children, singly and cooperatively, could be assessed. It was expected that these pilots would be in operation for a period of 3 years. At the end of this period, a report was to be submitted to the Regents and recommendations made on demonstrated ways to meet all the library needs of all children, preschool through grade 6.

A request for funding was prepared, approved by the Education Department, and included in the *Major Recommendations of the Regents for Legislative Action 1972*. As you may know, the Governor and Legislature mandated a "zero increase" budget which necessitated the elimination of the funds for these pilots. Although there is no provision in the State budget for 1972-73 for pilot funds, because of the broad interest in the subject and the real concern of the field, the Task Force recommended to Commissioner Nyquist that the *Guidelines* be issued so that communities could be fully informed of the proposed nature of the pilot program and further planning stimulated.

With these factors in mind, the Task Force reported to the Commissioner and secured his approval for dissemination.

It is hoped that the dissemination of these *Guidelines* may stimulate cooperative planning for improvement of library service to children.

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Jean L. Connor

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April 10, 1972